

KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS*PORT Information Series

SiteManager Materials Module

Producer/Supplier Window

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General Description

The Producer/Supplier window allows the addition and modification information on any organization that produces or supplies materials used by a transportation agency. This data is used for validation when entering sample data and material sources. This data will also allow verification, documentation, analysis and reporting for Quality Control/Quality Assurance (QC/QA) programs.

Procedure

In KYTC, the Producer/Supplier window is used to capture information on Producers, Suppliers, and Plants. (NOTE: Welder Schools will also be stored as a Producer by the Physical Section.) Each material section is responsible for maintaining the data for their section. Plants should be entered on the Producer/Supplier table as well as in the Plant window. The name and ID for should be identical. There should only be one plant per producer/supplier ID.

DESCRIPTION FOLDER TAB

Description Folder Tab Description

The Description folder tab outlines specific information that describes the producer and/or supplier, including the location of its main office.

Procedure

In KYTC, the Description folder tab on the Producer/Supplier window should be populated in accordance with the field table definitions below.

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The Producer Supplier Code is 9 characters with the following scheme:

LL(P,S, or W)#####.

Code Format	Description
LL	LL is the Lab Section Abbreviation. § AM – Asphalt Mixtures § AG – Aggregates § LA – Liquid Asphalt § CO – Concrete/Cement § CH – Chemistry § PH – Physical § GT – Geotech
P, S, or W	(P, S, W) is used to indicate if it is a Producer (P), Supplier (S), or Welder (W). If additional letters are needed, contact the SiteManager System Administrator.
#####	##### is a numbering scheme established by each of the Lab Sections.

Descriptions of Producer/Supplier Codes for each Lab Section:

Section	Description	
Asphalt Mixtures	Example: AM (P or S) @@ \$\$ ## (AMP060104)	
	AM	Asphalt Mixtures
	P or S	Producer or Supplier
	@ @	Two digits corresponding to the number of the District responsible for the Asphalt Mixing Plant in question.
	\$\$	Two digits corresponding to the type of asphalt mixing plant. (01 is batch, 02 is modified batch, 03 is drum, and 04 is continuous)
##	An increasing sequential number for that type of plant in that district. (For example: The fourth batch plant for District #6 is AMP060104. The tenth drum plant in District 12 is AMP120310.)	
Aggregates	Example: AG (P or S) @@@@ ## (AGP002501)	
	AG	Aggregate Lab
	P or S	Producer or Supplier
	@ @ @ @	Sequential Numbers under each type of Aggregate.
	##	Aggregate Type Code (01 Limestone, 02 Sand and Gravel, etc.)

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Section	Description
Liquid Asphalt	Example: LA (P or S) @@ \$\$ ##
	LA Liquid Asphalt Lab
	P or S Producer or Supplier
	@@ Material Type
	\$\$ Company
	## Location
Concrete / Cement	Example: CO (P or S) ## @@@@
	CO Concrete/Cement Section
	P or S Producer or Supplier
	## Two digit value representing the type of company.
	@@@@ Four digit value sequentially assigned to each type of company
Chemistry	Example: CH (P or S) ## @@@@
	CH Chemical Section
	P or S Producer or Supplier
	## Two digit value relating the producer/supplier to the generic type of material produced or supplied.
	@@@@ Four digit value sequentially assigned to producers of each generic material type.
Physical	Example: PH (P or S or W) # @@@@
	PH Physical Section
	P or S or W Producer or Supplier or Welder School
	# This is a digit 0-9 which indicates one of the 10 subdivisions for Physical materials.
	@@@@ Five digit sequence number
Geotech	Example: GT (P or S) #####
	GT Geotech
	P or S Producer or Supplier
	##### Six digit sequence number

If the Producer/Supplier is a relabeler, then this should be documented in the Remarks bubble.

If a Producer/Supplier is entered in the Producer/Supplier window for the purpose of appearing on the KYTC Approved List, then the appropriate Producer/Supplier Type

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must be chosen. For example, if you are approved for Epoxy Coaters, and then you get approved for Steel Fabricators, then the user will need to change the value from Epoxy Coaters to Epoxy Coaters and Steel Fabricators. If an appropriate Producer/Supplier Type that encompasses all of the Producer/Suppliers approvals is not available, contact the SiteManager System Administrator. Below are the available Producer/Supplier Types:

- n ASPHALT MIXING PLANTS
- n CEMENT
- n CONCRETE PIPE
- n CORRUGATED METAL PIPE
- n EMULSIFIED ASPHALT
- n EPOXY COATERS
- n EPOXY RESIN SYSTEMS
- n FERTILIZER
- n FLYASH
- n GRANITE
- n GRAY IRON CASTING
- n GUARDRAIL
- n HDPE PIPE
- n LIGHTWEIGHT AGGREGATE
- n LIME
- n LIMESTONE
- n LOAD TRANSFER ASSEMBLIES
- n MATTRESSES AND GABIONS
- n MINERAL FILLER
- n MISCELLANEOUS
- n PERFORMANCE GRADED (PG) BINDERS
- n PRE-CAST CONCRETE
- n PRE-STRESSED CONCRETE
- n ALL QUALIFIED CONCRETE PLANTS
- n <250 QUALIFIED CONCRETE PLANTS
- n QUARTZITE
- n SILT TRAP TYPE C BAGS
- n SAND AND GRAVEL
- n SANDSTONE
- n SILICA SAND
- n SILTSTONE
- n SLAG
- n SLOTTED DRAIN PIPE
- n STEEL FABRICATORS
- n STEEL MANUFACTURERS
- n STEEL WELDED GRATES
- n TRAPROCK
- n COAL BOTTOM ASH
- n WELDERS
- n EMULSIFIED ASPHALT AND PERFORMANCE GRADED (PG) BINDERS
- n EPOXY COATERS AND STEEL FABRICATORS
- n EPOXY COATERS AND STEEL MANUFACTURERS
- n EPOXY COATERS AND STEEL FABRICATORS AND STEEL MANUFACTURERS
- n HDPE PIPE AND CORRUGATED METAL PIPE
- n HDPE PIPE AND CORRUGATED METAL PIPE AND SLOTTED DRAIN PIPE
- n PRE-CAST CONCRETE AND CONCRETE PIPE
- n PRE-CAST CONCRETE AND QUALIFIED CONCRETE PLANTS
- n PRE-CAST CONCRETE AND STEEL FABRICATORS

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|---|---|
| <ul style="list-style-type: none"> ◦ PRE-STRESSED CONCRETE AND STEEL FABRICATORS ◦ REDISTRIBUTION YARDS | <ul style="list-style-type: none"> ◦ SLOTTED DRAIN PIPE AND CORRUGATED METAL PIPE ◦ STEEL FABRICATORS AND STEEL MANUFACTURERS |
|---|---|

If the Producer/Supplier appears on the KYTC List of Approved Materials Report on the Internet according to a Brand Name Product (Approved Materials in SiteManager), or does not appear on the report at all, the Producer/Supplier Type should be classified as Miscellaneous. (Example: Flyash for fill and lightweight fill products used for embankments.)

Field Table

Field Name	KYTC Population Policy & Procedure
Producer Supplier Code	Enter the unique identifier of the producer and/or supplier approved to provide materials. - See table above.
Producer Supplier Type	Enter the identified producer/source for which the listed organization has been categorized. - See paragraph above.
Producer Supplier Name	Enter the full name of the Producer/Supplier in all capital letters.
Vendor ID	KYTC will not be using this field.
Geographic Area	If the Producer/Supplier does not reside in the State of Kentucky, select 'OUT OF STATE'.
Location	KYTC will not be using this field.
Approval Level	Select the level of approval.
Location Description	Enter the actual location if the Producer/Supplier is located out of state.
DBE	KYTC will not be using this field.
Contact	Enter the name of the person that will be displayed on the KYTC List of Approved Materials Report. In the case of a welder school, this will be the instructor for the school.
Status	Select the status of the source.
Status Date	Auto populated with the date of when the status was changed.
Last Modified User ID	Auto populated with the User ID of the last person to modify the Producer/Supplier record.

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Field Name	KYTC Population Policy & Procedure
Last Modified Date	Auto populated with the date the Producer/Supplier record was last modified on.

PRODUCER/SUPPLIER ADDRESS WINDOW

Address Description

The Address window outlines specific information that describes the producer and/or supplier, including the location of its main office.

Procedure

In KYTC, the Address window on the Producer/Supplier window is required and should be populated in accordance with the field table definitions below.

Field Table

Field Name	KYTC Population Policy & Procedure
Address For	Enter the description of the Person or Company for this address type.
Line 1	Enter the mailing address Line 1. Procedurally this is a required field.
Line 2	Enter the mailing address Line 2. May be conditionally used.
Line 3	Enter the Physical Location. May be conditionally used. If same as Mailing Address, leave blank.
City	Enter the city name of the addressee. This is a required field.
State/Prov	Select the state or province of the addressee from the available list. This is a required field.
Zip/Postal	Enter the Zip or Postal Code of the addressee. <i>Procedurally</i> this is a required field.
Country	Select the country of the addressee from the list of available countries. <i>Procedurally</i> this is a required field. - NOTE: for the KYTC List of Approved Materials Report, this will delineate "Location (domestic)" (i.e., USA) versus "Location (foreign)" (i.e., anything other than USA).
Latitude	Enter the latitudinal position of the addressee in degrees if available.
Longitude	Enter the longitudinal position of the addressee in degrees if available.
Phone	Phone number of the addressee. <i>Procedurally</i> this is a required field.
Ext	Enter the phone number extension of the addressee if available.
FAX	Enter the fax number of the addressee if available.

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Field Name	KYTC Population Policy & Procedure
E-Mail	Enter the E-Mail address of the addressee if available. - This is the Contacts email address.
Generic Fields	KYTC will not be using the Generic Fields on the Address window.

REMARKS WINDOW

Remarks Description

The Remarks window outlines specific information that describes free form remarks for the producer and/or supplier.

Procedure

In KYTC, the Remarks window on the Producer/Supplier window should be populated in accordance with the field table definitions below. If Producer/Supplier is a relabeler, add a remark on the record documenting this.

Field Table

Field Name	KYTC Population Policy & Procedure
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Field Name	KYTC Population Policy & Procedure
Remark	<p>Free from text relating to the producer/supplier. The following are single line remarks with specific Identifiers that are required in order to populate the List of Approved Materials Report correctly. The identifiers are very specific and must be entered exactly as specified below. Each identifier name will followed by a single dash and then the necessary data for the report on a single line.</p> <p><u>Fly Ash</u> Utility NameUTILITY NAME-<dataDATA> Unit StationUNIT STATION-<dataDATA> Site(s)SILO(S)-<dataDATA></p> <p><u>Manhole Steps</u> Approved StepsAPPROVED STEPS-<dataDATA></p> <p><u>Reinforcing Steel Manufacturers</u> Approved SizesAPPROVED SIZES-<dataDATA></p> <p><u>Guardrail Manufacturers</u> Brand MarkingBRAND MARKING-<dataDATA></p> <p><u>Qualified Concrete Producer</u> CountyCOUNTY-<dataDATA> Scale Exp.SCALE EXP.-<dataDATA> Plant Exp.PLANT EXP.-<dataDATA></p>

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ATTACHMENTS WINDOW

Attachments Description

The Attachments window allows URL links, Plug-In applications, and OLE documents to be attached to the current Producer/Supplier record. These attachments can either be manually activated or activated automatically upon opening the associated Producer/Supplier.

Procedure

In KYTC, the Attachment window on the Plant tab of the Producer/Supplier window will not be used.

PLANTS FOLDER TAB

Plants Folder Tab Description

The Plants folder tab outlines individual plant locations associated with the producer and/or supplier listed on the Description folder tab.

Procedure

Plants will be entered as a Producer/Supplier and on the Plant folder tab in accordance with the field table definitions below for the purpose of tracking the last inspection date. Plants should be entered on the Producer/Supplier table as well as in the Plant window. The name and ID should be identical for both the Producer/Supplier and Plant. There should only be one plant per producer/supplier ID.

The following Plant Types should be tracked:

- n AGGREGATE
- n ASPHALT BINDER TERMINAL
- n ASPHALT EMULSION TERMINAL
- n CONCRETE CENTRAL MIX
- n CONCRETE PIPE
- n CONCRETE TRUCK MIX
- n CORRUGATED METAL PIPE
- n HDPE PIPE
- n HMA BATCH
- n HMA CONTINUOUS
- n HMA DRUM
- n HMA MODIFIED BATCH

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- n PRE-CAST
- n PRE-STRESSED
- n PVC PIPE
- n RECYCLED PLANT
- n REDISTRIBUTION YARD

Field Table

Field Name	KYTC Population Policy & Procedure
Producer/Supplier	Auto populates the Producer/Supplier code from the Description folder tab.
Plant ID	Enter the Plant ID. - This should be the same as the Producer/Supplier ID.
Plant Type	Select the Plant Type. - See paragraph above.
Status	Select the status.
Plant Name	Enter the name of the Plant. - This should be the same as the Producer/Supplier name.
Portable Plant	Select the check box if the plant is portable.
Last Inspected Date	Enter the date the plant was last inspected.
Location	KYTC will not be using this field.
Geographic Area	KYTC will not be using this field.
Location Description	KYTC will not be using this field.

PLANT ADDRESS WINDOW

Address Description

The Address window outlines specific information that describes the producer and/or supplier, including the location of its main office.

Procedure

In KYTC, the Address window on the Plant tab of the Producer/Supplier window will not be used.

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